

2023 Usage requirements for South Salem Presbyterian Church

Funerals/Memorial Services/Weddings

No donation is required for use of the sanctuary, for no more than 4 hours, for member/former member of SSPC. A donation of \$650 is required for use of the sanctuary, for no more than 4 hours, for non-members. A donation is required for cleaning for all persons using the sanctuary for these services, in the amount of \$25 for SSPC members, as long as trained SSPC personnel are available to conduct the spraying. If no SSPC personnel are available an outside trained person will be hired, and the cleaning fee will be \$50. For non-members there will be a cleaning fee of \$100, as long as trained SSPC personnel are available to conduct the spraying. If no SSPC personnel are available an outside trained person will be hired, and the cleaning fee will be \$200.

Time for a separate rehearsal is included for members/former members, and for non-members is an additional \$350. For weddings, use of the Mead Room and the Media Room for the bridal party is included. For funerals/memorial services, use of the Mead Room may be requested.

Use of the kitchen and/or Fellowship Hall requires additional donation, as set forth in the Facilities Use Donation Schedule.

At this time there are no office services available.

Flowers may be delivered to the church in advance of the event, the user is responsible to display flowers as desired; flowers may be removed after the event, or may be donated to the church for its next service.

Additional donations will be required for the pastor and/or organist and/or audio technician and/or soloists, \$500 for minister (if additional graveside service is planned an additional \$100 for the minister is required) and \$250 for organist, \$300 for the audio technician; soloists will set their own donation amounts. SSPC pastor (or substitute designated by SSPC) must preside at any funeral/memorial service/ or wedding; SSPC minister of music has right of first refusal for organ/piano performance at funerals/memorial services/ and/or weddings. Use of the Yamaha Concert Grand Piano is included in the fee if the minister of music or her designee is playing; for any other piano use the Kawai Concert Grand Piano will be used. No additional fee or insurance is required. The Organ may be played

only by the minister of music or her designee. For streaming services of the event, if available, an additional fee of \$100 will be due for the technician.

All donations for use of the facilities and for the pastor and/or organist and/or soloist(s) and/or technician must be made in full at least one week before the event, or such other reasonable time as agreed to. Under no circumstances will the event be permitted to go forward if full payment has not been made in advance.